
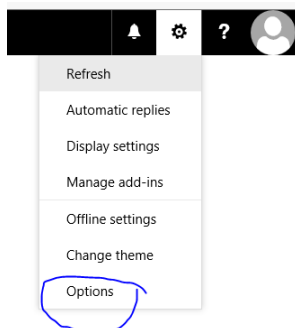


How to Reset Your Voicemail Password

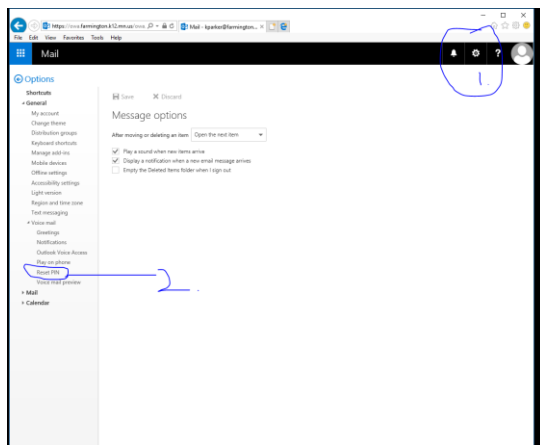
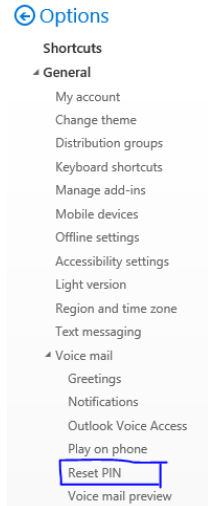
Go to OWA - <https://owa.farmington.k12.mn.us/owa>

Enter user name and password

1. Click on Settings in upper right corner - 
2. On drop down choose "Options"



3. Click on "General" for dropdown - Choose "Reset PIN"



This is a screen shot of steps 1-3

4. You will get an email from Microsoft Exchange in your email with a PIN number.
5. Access your voicemail by phone and use that PIN number to reset your passcode. Once you reset your passcode you will have access to your voicemail.

Access Your Voicemail by Phone

CALLING FROM	INSTRUCTIONS
From your office phone	<ol style="list-style-type: none">1. Press the Message Wait Button on your phone or dial the access number 1999.2. Enter your PIN and press #
From another office phone	<ol style="list-style-type: none">1. Dial access number 1999.2. After hearing "if this is not your mailbox," press * (star).3. Enter your 4-digit phone number and press #.4. Enter your PIN and press #.
From an external phone	<ol style="list-style-type: none">1. Dial access number 651-460-1999.2. Enter your 4-digit phone number and press #.3. Enter your PIN and press #.
From your mobile phone	<ol style="list-style-type: none">1. Check your email inbox for voicemail messages. <p>~OR~</p> <ol style="list-style-type: none">2. Dial access number 651-460-1999.3. Enter your 4-digit phone number and press #.4. Enter your PIN and press #. <p>Note: To use your mobile phone to access your voicemails, we recommend using Exchange ActiveSync connection between your mobile phone and your Exchange account. This connection keeps your mobile phone up to date with your mailbox through a synchronization process.</p>

Note: Your PIN allows you to access your mailbox via phone; your domain\username and password allows you to access your mailbox via computer.

** Voicemail messages are automatically deleted after 90 days. If you need to save a message for longer the audio attachment should be saved locally to your computer.
